



CITY OF ATLANTA

Job Announcement

BUILDINGS, ASSISTANT DIRECTOR (Permitting)

STARTING SALARY: \$58,796

Salary Grade: 30

Salary Negotiable

Applications Accepted from: January 6, 2006 until vacancy is filled.

Minimum Job Requirements

Persons applying must have a bachelor's degree in Engineering or Architectural Design, Master's preferred and five years of progressively responsible management and permitting experience. Equivalent combinations of training and experience which provides the requisite knowledge, skills, and abilities for this position.

Licenses and Certificates*

Persons applying for this position must present a valid GA driver's license at the time of appointment.

Duties of the Job:

Manages the development, administration, and enforcement of the city's buildings permitting process; examines and reviews complex plans for new construction, alterations, and repairs; organizes and prioritizes daily work assignments; works to meet the objectives of the bureau; guides and advises customers regarding inquiries, complaints and the development of projects; communicates effectively both orally and written with all bureau personnel, City officials, developers and outside professionals; supervises assigned staff.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Email Resumes to: CityJobs@atlantaga.gov

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training and Experience.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

***Verification required prior to appointment
Vehicle Provided.**